



OSSE LEA LOOK-FORWARD: July 11, 2013—July 18, 2013 Key Events, Announcements, Updates and Deadlines

NEW! OSSE Presents: Recruitment Open House, Thursday, August 8

The OSSE Division of Human Resources' mission is to recruit and retain a competent, committed and diverse workforce that provides high quality educational services to the District of Columbia residents.

Registered job seekers will be given an opportunity to speak with representatives from the featured divisions and apply for open positions. For additional information, please contact [Wendy Smith](#), Recruitment Manager at (202) 741-5082.

To register: <http://osseopenhouse.eventbrite.com/>

DATE	TIME	LOCATION
Thursday, August 8	3:00 p.m. – 7:00 p.m.	OSSE 810 First Street, NE Eighth Floor

Featured Divisions

Division of Specialized Education (SPED): The Division of Specialized Education is responsible for the leadership of the state system of special education services in the District Government. SPED develops, implements and evaluates the state's special education initiatives to establish and maintain high-quality special education services for children and families. SPED also monitors LEAs for compliance with IDEA as well as other federal and local regulations and court-ordered consent decrees; and allocation and administration of IDEA grant funds.

Division of Elementary and Secondary Education (ELSEC): The Division of Elementary and Secondary Education is responsible for assuring that high quality postsecondary education is available to all District residents. ELSEC assists adults to become literate and obtain the knowledge and skills necessary for employment. This Division is also responsible for the Education Licensure Commission which grants licenses to post-secondary educational institutions which are degree-providing career and trade institutions.





Division of Elementary & Secondary Education

NEW! District of Columbia 21st Century Community Learning Centers School Year 2013-2014 Request for Applications Competition

OSSE is pleased to announce the commencement of the School Year 2013-2014 Request for Applications (RFA) competition for the 21st Century Community Learning Centers Grant Program as authorized under Title IV, Part B of the Elementary and Secondary Education Act, as amended. The RFA can be accessed at [OSSE's 21st Century Community Learning Centers](#) webpage.

The submission deadline for all School Year 2013-2014 RFA documents is 5:00 p.m. EST on Friday, September 6, 2013. Any questions or concerns regarding the competition must be submitted to 21stcccl.info@dc.gov or (202) 442-3255 before Friday, August 23, 2013.

OSSE will facilitate two (2) Pre-Application Technical Assistance webinars for grant applicants.

Please click on the session name link to register.

DATE	TIME	SESSION TYPE
Wednesday, July 31	11:00 a.m. – 12:00 p.m.	Webinar
Wednesday, August 7	2:00 p.m. – 3:00 p.m.	Webinar

NEW! Special Populations Grant for 3- and 4- Year Olds

OSSE is pleased to provide funding to support District of Columbia Title I-eligible public charter schools that serve three- and four year-olds in a preschool or pre-kindergarten program. The purpose of these funds is to assist preschool and pre-kindergarten programs in the development of school readiness skills. Eligible DC Public Charter schools must have at least a 40% enrollment serving three- and four year-olds and must be identified as a Title I, Part A local educational agency (LEA). The following information will be made available no later than Friday, July 26 and can be accessed on the OSSE website:

- The Special Populations Notice of Funding Availability (NOFA)
- The Special Populations Request for Applications (RFA)
- The Special Populations Grant Application
- The eligible list of LEAs that may apply

**Please note that the NOFA can be accessed via the DC Register starting Friday, July 12.*

If you have any questions, please contact [Faida Fuller](#).



Division of Elementary & Secondary Education (Continued)

UPDATE! Grants Management Hosts Consolidated Application for Title I, II, & III Technical

The Division of Elementary & Secondary Education grants management team will be providing in-depth Technical Assistance Sessions for LEAs in preparation of the **FFY 2013 Phase II Consolidated Application** process. Technical Assistance will be provided in three forms: general information sessions, webinars, and office hours. The general information sessions will cover (1) SEA and LEA roles, responsibilities, and timelines; (2) processes for determining program eligibility and calculating allocations; (3) instructions for all sections of the Phase II application, and (4) underlying program requirements associated with the three covered programs. If you have any questions or concerns, please contact [Cedric Thompson](#).

All LEAs are required to attend at least one of the Technical Assistance sessions.

School administrators, grant managers, and/or central office staff members responsible for preparing the Phase II application, implementing and/or monitoring funded activities, and reporting on those activities, should participate in sessions. Multiple dates and times are scheduled to ensure that all LEAs have numerous opportunities to receive OSSE assistance. Upon request, individualized technical assistance is available. All general sessions and webinars will be offered at the OSSE, 810 First Street, NE.

Please click on the session name link to register.

SESSION TYPE	DATE	TIME	LOCATION
General In-Person Session	Monday, July 15	9:00 a.m. – 12:00 p.m.	9034
Webinar	Tuesday, July 16	12:00 p.m. – 2:00 p.m.	
General In-Person Session	Wednesday, July 17	9:00 a.m. – 12:00 p.m.	9014
Afternoon Office Hours	Thursday, July 18	1:00 p.m. – 4:00 p.m.	4006
General In-Person Session	Friday, July 19	10:00 a.m. – 12:00 p.m.	9014
Morning Office Hours	Tuesday, July 23	9:00 a.m. – 12:00 p.m.	4006
Webinar	Tuesday, July 24	10:00 a.m. – 12:00 p.m.	
Morning Office Hours	Thursday, July 25	9:00 a.m. – 12:00 p.m.	4006
Afternoon Office Hours	Tuesday, July 30	1:00 p.m. – 4:00 p.m.	4006
Afternoon Office Hours	Thursday, August 1	1:00 p.m. – 4:00 p.m.	4006
Morning Office Hours	Tuesday, August 6	9:00 a.m. – 12:00 p.m.	4006
Morning Office Hours	Thursday, August 8	9:00 a.m. – 12:00 p.m.	4006
Afternoon Office Hours	Tuesday, August 13	1:00 p.m. – 4:00 p.m.	4006
Afternoon Office Hours	Thursday, August 15	1:00 p.m. – 4:00 p.m.	4006



Division of Elementary & Secondary Education (Continued)

NEW! Race to the Top: Leveraging the Educator Portal+ Training

OSSE is excited to host a training opportunity for DC Public Charter Schools on the *Educator Portal+* (PD Platform). The *Educator Portal+* is an online interactive platform that provides teachers with the effective, classroom-centered tools and resources needed to improve teaching. The Portal offers teachers access to professional development resources related to Common Core State Standards; interim assessments; and teaching strategies, which assist our teachers in being more effective in the classroom.

OSSE strongly encourages LEA leaders and instructional coaches/specialists to attend one of the trainings to learn about the tool and the best way their schools can utilize it.

Please click on the training date link to register.

- [Wednesday, July 24 from 9:30 a.m. – 10:30 a.m. @ DCPS](#)
- [Thursday, July 25 from 11:30 a.m. – 12:30 p.m. @ DCPS](#)
- [Tuesday, August 6 from 9:30 a.m. – 10:30 a.m. @ OSSE](#)
- [Wednesday, August 7 from 11:30 a.m. – 12:30 p.m. @ OSSE](#)

Upon registration, you will receive an email confirmation with more details. Due to limited seating, we request that no more than two (2) representatives participate from each LEA. If you have any questions or concerns, please feel free to contact [Renu Oliver](#) or (202) 741-5251.

UPDATED! Early Warning and Support System Formula Grant

OSSE is pleased to provide funding to support the Early Warning and Support System as prescribed by the “Raising Expectations for Education Outcomes Omnibus Act of 2012”. Title II of the Omnibus Act allows additional funding for schools to identify students who are at risk of leaving school prior to graduation, develop initiatives to support high school and college readiness, and increase high school graduation rates. The following information can be accessed [here](#) on the Division of Elementary and Secondary Education’s webpage.

- The Early Warning and Support System Allocations
- The Early Warning and Support System Release Memo
- The Early Warning and Support System Application
- The Early Warning and Support System Intent to Not Apply Memorandum and Form
- The Early Warning and Support System Application Technical Assistance Session Dates

Please send all questions and comments to osse.ews@dc.gov.



Division of Elementary & Secondary Education (Continued)

REMINDER! Complaint Procedures for Elementary and Secondary Education Act Programs and Grants

OSSE has a formal policy for receiving and addressing state-level complaints related to ESEA programs for sub-recipients of funding made available under the Elementary and Secondary Education Act of 1965, as amended (ESEA). The complaint procedure described in this policy applies to complaints arising from and related to ESEA program administration, sub-grantee administration, equitable services and ESEA accountability classifications. Detailed guidance is available on the OSSE website located [here](#).

The policy applies to the following programs:

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-risk
- Title II, Part A: Improving Teacher Quality
- Title II, Part B: Mathematics and Science Partnerships
- Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement Act
- Title IV, Part B: 21st Century Community Learning Centers
- Title V, Part B: Public Charter School Programs
- Title V, Part D: Fund for the Improvement of Education (Teacher Incentive Fund)
- Title VI, Part A: Grants for State Assessments
- Title VIII: Impact Aid
- Competitive, state-administered U.S. Department of Education grants

For more information on filing a complaint or appealing an LEA decision regarding the provision of educational services to homeless students and parents under McKinney-Vento, please refer to the policies on OSSE's [Homeless Children and Youth Program](#) webpage under the Division of Elementary and Secondary Education.

For more information on filing a complaint regarding the provision of specialized education services to disabled students under IDEA, please refer to the policies under OSSE's [Division of Specialized Education](#) webpage. Please share this information with your program staff and participants.

REMINDER! PARCC Technology Guidelines for Online Assessments

The Partnership for Assessment of Readiness for College and Careers (PARCC) has released technology guidelines for the online assessments for the 2014 -2015 school year. Please click [here](#) to access PARCC's latest technology recommendations and resources.

For questions related to the guidelines, please call the OSSE Help Desk at (202) 719-6500 and select option 3. OSSE will continue to provide guidance on preparing for PARCC assessments in upcoming editions of the LEA Look-Forward.



Division of Elementary & Secondary Education (Continued)

REMINDER! Submit Your Nominations for the 2014 District of Columbia Teacher of the Year

OSSE is requesting nominations for the 2014 District of Columbia Teacher of the Year. This award recognizes and honors the many contributions of our classroom teachers. If you would like to nominate a teacher who has at least five (5) years of DC teaching experience, and has demonstrated outstanding leadership and commitment to student achievement, please submit the teacher's name and e-mail address to [Kadena Duncan-Lawrence](mailto:kadena.duncan-lawrence@dc.gov). She will contact the teacher directly to inform her/him of your nomination and request an application submission. The application is extensive, so please submit a nominee's name in a timely manner to provide the nominee with sufficient time to complete the application before the **Friday, September 20, 2013 deadline**. Self-nominations are also acceptable. Please visit OSSE's [District of Columbia Teacher of the Year](http://osse.dc.gov/service/assessment) webpage for the application. The winner of the DC Teacher of the Year will be included in the National Teacher of the Year competition.

By 5:00 p.m. on Friday, September 20, 2013, application submissions must be e-mailed to kadena.duncan-lawrence@dc.gov, or hand-delivered (will need ID to enter the building) to:

Office of the State Superintendent of Education
Educator Licensure and Accreditation – DCTOY Program
810 First Street, N.E.
Eighth Floor
Washington, DC 20002

FINAL NOTICE! March 31 – April 11 DC CAS Testing Window Selected for 2014 Administration

For more information on the DC CAS Testing Window selection process, please visit the following link:
<http://osse.dc.gov/service/assessment>.

Division of Post-Secondary and Career Education

DC Students Earned Over 200 Microsoft Office Specialist Certifications

District of Columbia students earned over 200 Microsoft Office Specialist certifications in Word and PowerPoint through Microsoft IT Academy courses this semester. OSSE's CTE Office is pleased to have had the opportunity to support this program in ten District high schools this year. We look forward to expanding the program to additional high schools next year.

Please visit the [DC Microsoft Academy](http://dcmicrosoftheademy.com) website to learn more about this engaging program, which uses a blended learning approach and promotes college and career readiness. LEAs interested in offering Microsoft IT Academy courses next year should contact [Tony Johnson](#), State CTE Director.



Division of Specialized Education

REMINDER! Funding for Co-Located Classroom Therapeutic Model Application Now Available

OSSE released its Request for Applications (RFA # GDO-DSE-TCM-13) Friday, June 28 for a second, one (1) year grant opportunity for District of Columbia local education agency charter schools (LEA charters) to create, staff, and manage a co-located therapeutic classroom model. Details regarding the timelines and process for submission are included in the application. OSSE plans to make its final awards for the grant in July. To view the notice of funds availability announcement and the application, please select the following link: <http://osse.dc.gov/publication/notice-of-funding-availability-for-charter-lea-co-located-classrooms> .

The purpose of the grant funding is to expand the capacity of LEA charters to meet the needs of students with Individual Education Programs (IEPs) with high levels of need and ensure that they are provided a Free Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

Grantees will be required to host a co-located classroom model that provides students with effective, intensive therapeutic supports, including but not limited to specialized instruction, related services, wraparound support, and a robust transition plan to support a student's successful re-integration to the LEA of primary enrollment.

For additional information regarding this competition, or to register for the pre-application workshop, please email [Ms. Yuliana Del Arroyo](mailto:Ms.Yuliana.Del.Arroyo).

FINAL NOTICE! Child Outcome Summary (COS) Updates

The upcoming data checkpoint for COS exit data is **Friday, July 12**. Exit data must be provided to OSSE for all preschool special education students who have exited preschool special education, turned six (6) years of age, or have exited the District this school year. Exit data must be generated and reported within 60-days of the child's exit. For many students, this is the last day of school.

A [COS Process Guidance Manual](#) is available for LEAs. This document provides in-depth information on the federal COS requirements, including the purpose of collecting COS data, the federal, state and local data reporting requirements, explanation of the outcomes measured, required procedures for data collection and submission and additional resources to support the collection process.

If you have questions regarding the COS data submission deadlines or the COS training materials, please email osse.cosfaq@dc.gov



Division of Specialized Education (Continued)

REMINDER! Register Today for the 2013 TTA Summer Institute – Monday, July 15-Friday, July 25

Registration for the 2013 TTA Summer Institute is now available. The Institute will focus on three “priority strands”: (1) Instructional Best Practice, (2) Effective Behavior Support, and (3) Secondary Transition Best Practice, and includes both in-person sessions and webinars. OSSE DSE is releasing several practitioner toolkits to support work in these three priority areas. For session descriptions, click [here](#).

SCHEDULE OF EVENTS AND REGISTRATION INFORMATION

Mon., July 15	<u>Secondary Transition Institute</u> 8:30 a.m. – 3:30 p.m.	Hilton Garden Inn 1225 First Street, NE
Tue., July 16	<u>Nonviolent Crisis Intervention Training*</u> 8:30 a.m. – 3:30 p.m.	OSSE 810 First Street, NE Fourth Floor, Room 4002
Wed., July 17	<u>Universal Design for Learning*</u> 9:00 a.m. – 12:00 p.m.	UDC • 801 North Capitol Street, NE
Wed., July 17	<u>Universal Design for Learning*</u> 1:00 p.m. – 4:00 p.m.	UDC • 801 North Capitol Street, NE
Wed., July 17	<u>Effective Behavior Support Basics Webinar*</u>	1:00 p.m. – 4:00 p.m.
Thu., July 18	<u>Universal Design for Learning*</u> 9:00 a.m. – 12:00 p.m.	UDC • 801 North Capitol Street, NE
Thu., July 18	<u>Universal Design for Learning*</u> 1:00 p.m. – 4:00 p.m.	UDC • 801 North Capitol Street, NE
Mon., July 22	<u>Effective Behavior Support Basics Webinar*</u>	9:00 a.m. – 12:00 p.m.
Mon., July 22	<u>Explore (Dis)Ability*</u> 9:00 a.m. – 10:30 a.m.	OSSE 810 First Street, NE Fourth Floor, Room 4002
Mon., July 22	<u>Explore (Dis)Ability*</u> 11:00 a.m. – 12:30 p.m.	OSSE 810 First Street, NE Fourth Floor, Room 4002
Tue., July 23	<u>Special Education Quality Review (SEQR) Tool Webinar*</u>	10:00 a.m. – 11:30 a.m.
Tue., July 23	<u>Special Education Quality Review (SEQR) Tool Webinar*</u>	1:00 p.m. – 2:30 p.m.
Wed., July 24	<u>Nonviolent Crisis Intervention Training*</u> 8:30 a.m. – 3:30 p.m.	OSSE 810 First Street, NE
Thu., July 25	<u>Nonviolent Crisis Intervention Training*</u> 8:30 a.m. – 3:30 p.m.	OSSE 810 First Street, NE
*Denotes multiple session times		



Division of Specialized Education (Continued)

REMINDER! Special Education Data System (SEDS) Updates

Maintenance efforts regarding duplicate Unique Student Identifier (USI) occurrences in SEDS will be taking place in the coming weeks to correct student records in this category in order to ensure that their enrollment information is aligned across all systems. LEA Data Administrators will receive detailed information soon including the number of cases and the impact of the maintenance on student rosters. For more information or questions, please contact [Arielle Samuels](#).

REMINDER! SEDS User Survey

The [2013 SEDS User Survey](#) is now available! Thank you to all who completed the 2012 SEDS user survey. Similar to last year's survey, the goals for this year include tracking general comfort levels with SEDS, gauging the extent and nature of SEDS usage, and understanding user attitudes towards SEDS. The survey should only take 15 minutes to complete. Please submit your one-time response **by 5 p.m. on Friday, August 16**. We greatly appreciate your response as your feedback will be used to shape the development of SEDS, SEDS trainings, and any other SEDS resources to assist users.

For questions regarding the survey, please contact [Karmen Rouland](#).

REMINDER! Special Education Data System (SEDS) – Resource Site

The SEDS Basic User Course is now available on the [SEDS Resource Site](#). This online course is a good tool for both new and existing users. New users will learn basic SEDS functionality while existing users should take an opportunity to refresh their SEDS knowledge.

Sample agendas, based on user types, are also available for SEDS Trainers to consider using while hosting school based trainings. SEDS Trainers are expected to distribute the link to this course and any related training materials to users. Click [here](#) to access the SEDS Basic User course. For questions regarding the course, please contact [Angel Johnson](#).



Division of Specialized Education (Continued)

REMINDER! Register Today for the SEDS LDA Level 2 Course

The Division of Specialized Education (DSE) is pleased to announce the release of the 2013 LEA Data Administrator (LDA) Level 2 course. All LEAs are required to have at least one (1) representative (two (2) preferred) complete all five (5) professional development modules for this course.

To attend the 2013 LDA Level 2 course, you must complete the Level 1 LDA course in-person or online. If you have not had an opportunity to complete the Level 1 LDA course, please visit the SEDS Resource Site and click on [SEDS Videos](#) to register for the course. The 2013 LDA Level 2 course is divided into five (5) modules that will span over the first five (5) months of the 2013-2014 school year.

The first module consists of in-person training with multiple opportunities for you to attend **one (1)** of the offerings. The remaining four (4) modules will be delivered via online courses. Upon completion of all 5 modules, attendees will receive a certificate of completion and be awarded 11 Professional Learning Units (PLUs).

Below, are the dates and times of each course, please review and register for all five modules by clicking on the links provided.

Click [here](#) to register for a Module 1.

COURSE NAME	DATE	TIME
2013 LDA – Module 1	Friday, July 12	9:30 a.m. – 1:00 p.m.
2013 LDA –Module 1	Friday, July 26	1:00 a.m. – 4:30 p.m.
2013 LDA – Module 1	Wednesday, July 31	9:30 a.m. – 1:00 p.m.
2013 LDA – Module 1	Thursday, August 8	1:00 p.m. – 4:30 p.m.
2013 LDA – Module 1	Thursday, August 15	9:30 a.m. – 1:00 p.m.

Click on the name of the course to register for Module 2-5 trainings.

COURSE NAME	DATE	TIME
2013 LDA Module 2	Wednesday, September 25	10:00 a.m. – 12:00 p.m.
2013 LDA Module 3	Wednesday, October 23	10:00 a.m. – 12:00 p.m.
2013 LDA Module 4	Wednesday, November 20	10:00 a.m. – 12:00 p.m.
2013 LDA Module 5	Wednesday, December 18	10:00 a.m. – 12:00 p.m.



Division of Wellness & Nutrition

NEW! DCSAA Coach Credentialing Program Training Sessions Offered on Saturdays, July 13 – August 17

The District of Columbia State Athletic Association (DCSAA) is excited to offer a new Coach Credentialing program designed to cover any DC school’s sports program. In an effort to ensure that all student athletes have a safe, competitive training experience, DCSAA is partnering with the Red Cross and ServeDC to offer multiple CPR, First Aid, and Automated External Defibrillator (AED) training sessions – **free of charge** – to all District of Columbia Interscholastic Athletic Coaches. There are seven (7) trainings sessions scheduled with a 75-seat capacity for each. For more information, please call (202) 442-5872 or email osse.dcsaa@dc.gov.

Click [here](#) to register for a training session.

TRAINING SESSION	TIME	LOCATION
Saturday, July 13	9:00 a. m. – 5:00 p.m.	OSSE 810 First Street, NE Grand Hall Third Floor
Saturday, July 20	9:00 a.m. – 5:00 p.m.	
Saturday, July 27	9:00 a.m. – 5:00 p.m.	
Saturday, August 3	9:00 a.m. – 5:00 p.m.	
Saturday, August 10	9:00 a.m. – 5:00 p.m.	
Saturday, August 17	9:00 a.m. – 5:00 p.m.	
Saturday, August 24	9:00 a.m. – 5:00 p.m.	

FINAL NOTICE! Civil Rights Training for School and School Food Service Administrators/Front Line Food Service Staff—Webinar Recording Available until July 15

Civil Rights Training is **required** annually for all School Food Authorities. If you missed the chance to participate in the webinars hosted in May and June, the recorded webinars are now available until **Monday, July 15**. Click on the link below to access the recording. Once you have viewed the webinar, contact [Nancy Katz](#) to receive your certificate of completion.

- [Civil Rights Training for School and School Foodservice Administrators](#)
- [Civil Rights Training for Frontline Foodservice Staff](#)

REMINDER! Gain Recognition for Your School through the HealthierUS School Challenge (HUSSC)

The HealthierUS School Challenge is a voluntary certification established in 2004 to recognize those schools participating in the National School Lunch Program that have created healthier school environments through the promotion of nutrition and physical activity. Monetary incentive awards are available for each HUSSC award level. To date, HUSSC awards have been given to 6,521 schools in 49 states and the District of Columbia. Many schools find that applying for the challenge is a valuable learning process that helps their school wellness team focus on areas needing improvement. We hope your school will join us in this journey and we look forward to celebrating your progress. Find out more about [HUSSC criteria](#) and how to apply. If you are interested in applying or have any additional questions, please contact Sr. Program Specialist [Noni Robinson](#).





Division of Wellness & Nutrition (Continued)

REMINDER! DC Free Summer Meals Program: Hunger Doesn't Take a Vacation!

When school is out, the meals served as a part of the National School Lunch Program and School Breakfast Program are not available, and due to families' limited budgets, or other circumstances, children will often miss wholesome meals. The DC Free Summer Meals Program provides free nutritious meals and snacks served to children 18 and younger. Parents can visit the [DC Free Summer Meals Program](#) for more information or call 311 to find a feeding site located near their home. Please pass this information along to anyone who might be in need of free meals during the summer.

Office of Data Management

NEW! 2013 DC CAS Appeals

The student level DC CAS data has been released to the LEA Leaders via OSSE's secure FTP site. If your LEA Leader has not received an email with guidance and instructions for the 2013 DC CAS Appeals, please contact [Jessica Mellen Enos](#) or [Tonya Mead](#) immediately for further assistance.

UPDATE! Discipline Data Collection – Deadline Extended to Wednesday, July 17

During the week of July 1, OSSE released discipline data received from PCSB to LEAs for review, certification, and firearms incidents collection via QuickBase. Due to technical issues, QuickBase was unavailable for several LEAs during this time frame. As a result, the deadline for review and certification has been extended to Wednesday, July 17. In the event that your LEA cannot access the QuickBase application for this collection, please contact [Jessica Mellen Enos](#).

REMINDER! Information Technology Contact Information

In response to various efforts, OSSE is adding the "Information Technology Contact" role to OSSE's LEA Contact List. Please designate a contact at your LEA who will be responsible for communication, information and collections related to information technology and provide his or her contact information to [Tonia Lovelace](#). If an LEA has an existing contract for IT services, the LEA should provide the information of the employee who is the designated point of contact for the IT contractor. For more information, please contact [Jessica Mellen Enos](#).

UPDATE! 2012-2013 CTE Data Collection Now Open

The 2012-2013 CTE data collection opened on Monday, July 1 and will close on Wednesday, July 31. The reporting requirements for CTE have changed significantly from previous years. Historically, reporting was required only for the Perkins Consolidated Annual Report (CAR) and the federal EDFacts initiative. This year, the District's Career and Technical Education Task Force is requiring the collection of information regarding District-wide CTE programs. The requirements have changed to include all District LEAs that offer CTE programs of study, whether the LEA receives Perkins funding or not. The 2012-2013 school year is the baseline year for reporting. Additionally, information about CTE courses and students enrolled in those courses will be collected. For more information, please contact [Jessica Mellen Enos](#).



Office of Data Management (Continued)

REMINDER! PARCC Technology Survey

In May 2013, the PARCC Technology Survey collection was released via QuickBase. If your LEA has not completed this survey, please do so as soon as possible. Inquiries and requests for technical assistance should be directed to [Tonia Lovelace](#).

REMINDER! Amended AMAO Targets for the District of Columbia

OSSE submitted a request to the U.S. Department of Education (ED) to amend the Title III portion of the State's Consolidated State Application under section 9302 of the Elementary and Secondary Education Act of 1965, as amended (ESEA). Under Title III, states are required to use three Annual Measurable Achievement Objectives (AMAOs) to make annual determinations for all public and charter LEAs that receive Title III money. The OSSE proposed AMAO 1 targets did not meet the accountability requirements for SEAs under Title III.

Based on technical assistance from ED, the District of Columbia AMAO targets were revised to reflect an annual increase in all AMAO targets. The 2013 targets for AMAO 1 Progress and AMAO 2 Attainment will be based on the results of the spring 2013 administration of ACCESS for ELLs®. AMAO 3 (AMO) outcomes are determined by DC CAS results. For more information on 2013 AMOs, please visit <http://osse.dc.gov/accountability>.

Cohorts K-12: LEP students in grades K-12

ENGLISH LANGUAGE PROFICIENCY TARGETS	PERCENT OR NUMBER OF LEP STUDENTS MAKING PROGRESS IN ACQUIRING ENGLISH LANGUAGE PROFICIENCY	PERCENT OR NUMBER OF LEP STUDENTS ATTAINING ENGLISH LANGUAGE PROFICIENCY
2012-2013 School Year	61%	16%
2013-2014 School Year	62%	17%
2014-2015 School Year	20%	18%
2015-2016 School Year	64%	19%
2016-2017 School Year	65%	

UPDATE! Staff Data Collection in Process during July and August

The annual staff data collection for federal reporting will continue throughout the months of July and August. The process has been modified slightly from prior years to include additional requirements and will involve Pre-K-12 staff and Early Childhood Providers who are funded via the UPSFF. Phase I of the data collection began on Saturday, June 1 focusing on the collection of staff rosters, credentials, etc. and will end on Monday, July 15. The second phase of the data collection will run from Thursday, August 1 through Saturday, August 31 focusing on evaluation and retention. Specific guidance and templates will be sent out shortly to LEA Data Managers and HR Managers. For more information, please contact [Jessica Mellen Enos](#).


REMINDER! Policy Guidelines for Calculating the Adjusted Cohort Graduation Rate

The Adjusted Cohort Graduation Rate (ACGR) verification process is near completion. In March, LEAs received the ACGR policy documentation, which includes a “DETAILED TIMELINE” and processes. For more information, please contact [Jessica Mellen Enos](#).

RESPONSIBILITY	PROCESS	TIMELINE
Phase VI: Graduates Data Submission II (Summer Graduates)	<ul style="list-style-type: none"> PCSB and DCPS submit official certified graduates (summer graduates) 	Aug. 1, 2013- Aug. 8, 2013
Phase VII: Data Analysis	<ul style="list-style-type: none"> OSSE conducts data analysis 	Aug. 8, 2013-Sept. 1, 2013

Office of Grants Management and Compliance
UPDATE! Register Today for the LEA Enrollment Audit Training Sessions

With the enrollment audit season quickly approaching, the OSSE enrollment audit team is offering training sessions that will inform LEA’s on the important (and new) enrollment audit procedures for the SY 2013-2014.

Please click on your desired training session link to RSVP by including your **name, position, contact information** and **selected training session date** in the email body message. For more information, please contact [Sean Flora](#).

	DATE & TIME	LOCATION
Training Session 1	Friday, August 23 9:00 a.m. – 12:00 p.m.	OSSE 810 First Street, NE Grand Hall Third Floor
Training Session 2	Thursday, September 5 9:00 a.m. - 12:00 p.m.	OSSE 810 First Street, NE Grand Hall Third Floor



Office of Grants Management and Compliance

NEW! Register Today for the LEA Fiscal Management Technical Assistance (TA) Session on Tuesday, July 16

The Office of Grants Management and Compliance is hosting a technical assistance (TA) session on federal spending and fiscal management.

The TA session is expressly designed:

- 1) To increase your knowledge about federal spending; and
- 2) To improve your fiscal management strategies for spending funds efficiently by avoiding loss of carry-over funds.

Participants will gain a solid foundation in effective fiscal management and successful grants management practices. This is an exciting opportunity that will greatly benefit your staff!

Date: Tuesday, July 16

Time: 1:00 p.m. – 3:00 p.m.

Location: OSSE Grand Hall A, 810 First Street, NE, Third Floor

Email your RSVP to [Jessica Rodriguez](#)

REMINDER! DC OSSE Consolidated List of Federal Grant Programs Impacted by Sequestration

Please refer to the [OSSE website](#) for information pertaining to the 2013-2014 allocations for LEAs in Washington, DC. The [link](#) describes in-depth the impact of sequestration in reference to federal grants. If you have any questions or concerns, please contact [Cedric Thompson](#). Additional guidance on sequestration can be found [here](#).

REMINDER! FY 2013 Federal Grant Closeout Deadlines

The following deadlines will be strictly enforced.

DEADLINE	ACTION
Wednesday, July 31	Last day to submit amendment requests to allow for timely obligations of funds
Monday, September 30	Last day to obligate funds
Friday, November 15	Last day to submit reimbursement workbooks



Student Hearing Office

REMINDER! Facilitated Resolution Now Being Offered for All Special Education Due Process Complaints

Earlier this year, OSSE began offering facilitated resolution meetings in cases where a due process complaint is filed. A Facilitated Resolution Meeting is an opportunity for parents and schools to resolve due process complaint issues with a Settlement Agreement prior to a due process hearing. Facilitated resolution meetings are a rapidly growing resource designed to assist schools and parents who may be experiencing difficulties in resolving special education disputes. The OSSE Student Hearing Office is managing this process.

Under IDEA regulation 34 C.F.R. § 300.510, within 15 calendar days of receiving notice of the parent's due process complaint (seven (7) days if expedited), and prior to the initiation of a due process hearing, a school must convene a meeting with the parent and the relevant member or members of the IEP Team who have specific knowledge of the facts identified in the due process complaint.

For more information on Facilitated Resolution Meetings, please click [here](#). For questions or concerns, please contact [Jan Chatman-Holland](#), deputy director of the Student Hearing Office at (202) 481-3458, or [Angel Terry](#), FRM coordinator, at 202-698-3819.